



UNITED STATES COURTS

**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF MICHIGAN
PROBATION AND PRETRIAL SERVICES OFFICE**

**CAREER OPPORTUNITY
PROBATION SERVICES ASSISTANT**

POSITION NUMBER: 14-04

Opening Date: April 03, 2014

Closing Date: April 18, 2014

Salary Range: CL 24/1 (\$34,703) to CL 24/61 (\$56,417) *
*Starting Salary commensurate with experience and qualifications.

Location of Position: Grand Rapids, MI

Position Status: Full-time

Occupational Series: Operational Court Support

Position Overview

The United States Probation & Pretrial Services Office for the Western District of Michigan (WD/MI) is accepting applications for a full-time Probation Services Assistant to be located in the Grand Rapids, Michigan main office. The incumbent will provide specialized technical, administrative, and clerical support to probation officers in a wide range of areas.

Primary Representative Duties

- Make chronological entries in supervision case records. Conduct records research and retrieval via telephone or mail to obtain required documentation. Set up new supervision case records and perform various file management tasks. Assist officers in responding to collateral requests for information. Assemble and process information to the Sentencing Commission and Office the Federal Detention Trustee (OFDT) as required. Keep various logs and records up to date.
- Format and finalize reports and correspondence reviewed and approved for disclosure by a U.S. Probation Officer using word processing equipment. This may include, but is not limited to, documents such as pretrial/presentence/supervision investigative reports, memoranda or reports to the court, etc.
- Complete various standard forms for submission to the court and legal counsel using information provided by officers, including petitions, orders to the court, and similar documents.
- Operate the local/state law enforcement information retrieval system and Criminal Justice Information System (CJIS) terminals to obtain criminal history information and route the information to appropriate recipients. Obtain credit checks, verifications of employment and education, and send FBI flash notices.
- Open, close, and update information into computerized records, including the Probation Automated Case Tracking Systems (PACTS). Access cases using CM/ECF (Case Management/Electronic Case Files) when presentence file is open or post conviction violation occurs and enters/deletes case specific docket numbers. Research information from case records and enter into system as appropriate. Retrieve information from databases and generate reports.
- Participate in problem solving at staff meetings with other support staff and officers. Make constructive suggestions for improvement in work processes to better achieve goals and objectives.
- Provide general clerical office support by performing any or all of the following tasks: Answer telephones and take messages; copy and distribute documents; send and receive faxes and electronic mail messages; receive and distribute mail; order and store office supplies; assist officers and officer assistants with word processing or other computer matters.
- Other duties as assigned.

Mandatory Qualifications

- Must be a high school graduate or equivalent, and have two years of *General Experience* and a minimum of one year of *Specialized Experience* (see definitions below).

General Experience, which is defined as progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position;

Specialized Experience is defined as progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involves the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

Experience Substitutions

Excess specialized experience may be substituted for required general experience.

Educational Substitutions

Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience. Education may not be substituted for specialized experience because the court support positions require hands-on experience to be credited as specialized experience.

Court-Preferred Qualifications

- Excellent oral and written communications skills.
- Ability to interact effectively, appropriately, and tactfully with a variety of people.
- Proficient in organizing work, multi-tasking, and ability to follow detailed directions.
- Strong knowledge of office procedures, practices, processes, and mission.
- Strong computer knowledge and skills, including extensive work experience in using Microsoft Word, Excel, and other software programs.
- Experience with electronic case filing system.
- General knowledge and/or experience with court operations and/or court documents.
- Associate's or bachelor's degree from accredited institution.

Benefits

The incumbent will be eligible to receive benefits which include participation in the Federal Employees Retirement System, Federal Employee Health Benefits, Life Insurance, Thrift Savings Plan, optional dental and vision, optional long term care, optional flexible spending program, paid federal holidays, and accrued annual and sick leave.

Additional Information for Applicants

- Applicants must be a United States Citizen or eligible to work in the United States.
- Only qualified applicants will be considered for this position. If your application does not provide all information requested, or if your application packet is not complete or received by the closing date, you may lose consideration for this position. Due to the anticipated volume, only those under consideration will be contacted. No telephone inquiries please.

- Qualified applicants selected for interviews may be tested. Reference checks will be conducted on top candidates. The final candidate is subject to a background check as a condition of employment.
- The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice.
- Applicants selected for interviews must travel at their own expense.
- The Federal Financial Management Reform Act requires direct deposit of federal wages.
- The Court requires the incumbent to adhere to a Code of Conduct, workplace conduct standards, and the following office cultural imperatives:
 1. We will treat everyone (customers, colleagues, and others) with dignity and respect.
 2. Our communication is effective, honest, and happens up, down and sideways at all levels of our organization.
 3. Everyone encourages and supports the highest level of accountability, responsibility, and commitment to our profession and customers.
 4. All opinions are valued and we will disagree professionally, but not personally.
 5. We recognize the value of teamwork and courage collaboration.
 6. We welcome change as an opportunity to learn, develop, and grow.

APPLICATION PROCEDURES

Qualified applicants must submit the following information by close of business on the closing date to U.S. Probation & Pretrial Services, Attn: Personnel Specialist, 101 Federal Building, 110 Michigan Ave., Grand Rapids, MI 49503. **Applications must be received by 5:00 PM on April 18, 2014.**

1. **A letter of interest** (You must reference the job title and position number in your letter of interest).
2. **Résumé**
3. **An Application for Judicial Branch Federal Employment form (AO 78).** The AO78 form can be found at <http://www.miwd.uscourts.gov> (Probation/Pretrial, Employment) or at <http://www.uscourts.gov/FormsAndFees.aspx>.
4. **College transcript (if applicable).** Unofficial copies accepted.
5. **Supplemental Statement.** The supplemental statement is a document written by you describing your knowledge, skills and abilities (referred to as KSAs) that are important for this position. In your supplemental statement, elaborate on each KSA question listed below by: (1) expressing in detail how each KSA was acquired, and (2) how each KSA was improved upon. Provide examples in your responses. The supplemental statement should not be more than two pages, typed single-spaced.

KSA 1: Describe how your knowledge, skills, abilities and experience have prepared you to perform the duties of this position.

KSA 2: Describe your knowledge, skill, and ability in time management, as well as the ability to perform multiple job functions with interruptions.

In addition, include in your supplemental statement your response to the following question:

What is it about working for our organization that interests you?

The Federal Courts are Equal Employment Opportunity Employers.